APPENDIX VI.

[Vide answer to question No. 417 asked by Mr. C. Venkatarangam Nayudu at the meeting of the Leglislative Council held on the 9th October 1928, page 160 supra.]

The overseer is in charge of the press and machine department and the electrical section; he also supervises the messengers and menial servants. He will watch the daily progress of work in the composing department, examining the strike order books of each section at least twice daily, and so arrange the press and machine work that there may be no delay in striking off papers and that the machine most suitable for printing a form economically is selected for it. He will bring to notice at once all cases when there is not a supply of full forms for large machines, when forms are sent in a bad condition for printing or incorrectly imposed; and when machines are running short of work. He will pass the first sheet of the best work, periodically compare the copies with the colour-sheets and teach the men the best methods of producing good work. He will see that the messengers leave at the proper time, that they take their parcels for delivery each evening, and that the night watchmen are on duty.

He will maintain registers of new employees and of applications for vacancies He will see that all men under him are sent to the Surgeon of the district before they are brought on the permanent establishment; also that all other office rules and Government orders affecting his department are carried out.

The overseer will see that the messengers are drilled in the use of the fire-engine and buckets, also that the fire-buckets in the departments are kept filled with clean water. He will report men who use the water in the fire-buckets for other purposes. In case of fire he will apply for the assistance of the engines belonging to the Medical Store, Public Works Workshops and the Police division.

He is responsible that all machines, presses, bicycles, etc., are clean and in good order and will report immediately any breakage, etc. The overseer will send to the Superintendent daily a list of machines, etc, in all departments which are stopped for any cause.

He will see that the order books are carefully maintained, and that they are sent to the Account section for necessary action on the 28th of each month. He will personally prepare a list of men who are absent in the afternoon for the time-keeper.

He will make surprise visits to the press during nights and close holidays to see that all is safe and the watchmen are attending to their duties.